

**DEPARTMENT OF THE NAVY**  
**“SEXUAL ASSAULT PREVENTION: ONE TEAM, ONE FIGHT”**  
**COURSE DETAILS**

The Department of the Navy Sexual Assault Prevention & Response Office (DON SAPRO) has developed a Sexual Assault Prevention & Response (SAPR) overview course titled “Sexual Assault Prevention: One Team, One Fight.”

Completion of the “Sexual Assault Prevention: One Team, One Fight” training for civilians must be recorded in the system of record – Defense Civilian Personnel Data System (DCPDS). All training must be completed prior to Oct 1, 2013, and recorded in DCPDS no later than Oct 7, 2013.

Course materials are available on the Training and Development collaboration site in the Department of the Navy Civilian Human Resources (DON CHR) portal.

BACKGROUND: Sexual assault is devastating to individual Sailors, Marines, and civilians as well as the mission readiness and effectiveness of the DON. The Secretary of the Navy (SECNAV) established DON SAPRO in Sep 2009. The objective of the office is to cultivate a DON culture of gender respect where sexual assault is completely eliminated and never tolerated. Sexual assault is unacceptable.

SECNAV is committed to combating sexual assault Department-wide through programs that focus on reducing the incidence of sexual assaults, providing effective and compassionate support for victims of sexual assault, and holding the perpetrators of sexual assault accountable at the appropriate forum consistent with the nature of the offense. DON SAPRO serves as the Secretary's direct source of subject matter expertise, primary advisor, and representative for matters throughout the Department related to SAPR.

H.R. 1540: National Defense Authorization Act (NDAA) for Fiscal Year 2012 was signed into law on Dec 31, 2011 (reference (a)) and requires that all Department of Defense personnel, to include civilian employees, be trained annually in sexual assault prevention and response (SAPR) policies and procedures. On May 17, 2013, the Secretary of Defense (SECDEF) issued a memo regarding Sexual Assault Prevention and Response Stand-down (reference (b)), requiring SAPR training for Service members and civilian employees. On May 24, 2013, I responded with the Department of the Navy (DON) plan for achieving completion of the stand-down (reference (c)). This plan requires all DON civilians to complete SAPR training by Oct 1, 2013.

“Sexual Assault Prevention: One Team, One Fight” is the mandatory training for all DON civilians to complete prior to Oct 1, 2013. This training will meet Congressional, Department of Defense (DoD), and DON requirements for civilians and will be an optional, additional training for military. Sailors and Marines are welcome to use this training to augment and support their existing training tools. Civilians may be invited to attend training with their military counterparts during the SECDEF directed mandatory SAPR Stand-down. While encouraged to attend, the Stand-down does not satisfy their requirement to attend training.

In developing this training, DON completed extensive background research of all target audiences. Information gleaned was used to tailor the Facilitator Guide to eight target audiences. The eight target audiences are: All Hands; Civilians

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– NF3/GS8 and below non-supervisory; Civilians – NF4/GS9 and above non-supervisory; Civilians – who supervise service members; Navy officers and senior enlisted (E7 and above); Marine Corps officers and senior enlisted (E6 and above); Sailors E6 and below; and Marines E5 and below. Summaries of each target audience, including their training needs, can be found in the preface of each section of the Facilitator Guide.

COURSE DETAILS: The training is approximately one-hour long and consists of 30 minutes of video and 30 minutes of guided group discussion that is targeted specifically to applicable audiences. (Target audiences are listed above.) The video includes documentary interviews of leaders (including myself) and subject matter experts, and three dramatic (fictional) scenarios. The scenarios are short mini-movies that portray different sexual assaults and missed opportunities for bystander intervention specifically relevant to both military personnel and civilian employees. The video also includes my personal introductory and concluding messages. Attached are further details on the background, course details including class size, materials, and facilitators. Facilitators should be identified locally.

The training covers the following information: Definition of sexual assault; Explanation that sexual assault is a criminal offense; Explanation of consent; Difference between sexual assault and sexual harassment; Reporting options for service members and civilian employees, including advantages and limitations of each option; Resources for service members and civilian employees; Prevention strategies, including bystander intervention; and Impact of sexual assault on victims, commands and mission accomplishment.

At the conclusion of the course, all participants will be able to: Communicate the negative impact that sexual assault has on the victim, the unit/workplace, and the Department of the Navy; Explain the difference between sexual assault and sexual harassment; State the reporting option(s) available to active duty service members and civilians employees; and Name multiple confidential victim resources.

The recommended class size is approximately 30 participants. The group size should not exceed 50 participants. The smaller size is intended to increase participant's engagement in the activities and group discussion. Per reference (d), SAPR training, at a minimum, shall incorporate adult learning theory, which includes interaction and group participation.

COURSE MATERIALS: Course materials provided include a course video, available in 3 versions – standard, open-captioned (for hearing impaired), audio-captioned (for vision impaired); PowerPoint slides; the Facilitator Guide; and a participant handout – standard, large-print, and Braille versions. Facilitators are encouraged to connect with the local installation Sexual Assault Response Coordinator (SARC) and Civilian Employee Assistance Program (CEAP) to be able to provide SAPR and CEAP local resources (e.g., business cards, flyers, pamphlets) as additional handouts. References (e) and (f) provide contact information for the SARC and CEAP points of contact.

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Course materials are available on the Collaboration Site in the Department of the Navy Civilian Human Resources (DON CHR) portal. The materials will be available ONLY to those who have been identified by the Director Civilian Human Resources (DCHR) to have access to the DON CHR collaboration site housing the materials. The training materials are not to be distributed electronically to anyone other than the identified training representatives at activity.

The Braille handout will be mailed to your command upon request to DON SAPRO via Andi Bryant at 703-695-4232 or andrea.m.bryant@navy.mil.

FACILITATORS: Facilitators should be identified locally. The training is to be conducted by two facilitators. The presence of two facilitators helps to ensure that the course is engaging for participants and better enables facilitators to address participant questions and/or needs during the training. SAPR training can trigger various reactions in participants who have a personal connection with sexual assault – as a victim, or a friend or family member of a victim. It is important to have a facilitator who is available to check-in with participants who leave the room and be able to connect them with local SAPR and/or CEAP resources as needed.

Select facilitators who: Have no history of allegations of sexual offenses; Have no history of domestic violence allegations; Are employees in good standing; Have no biases and/or preconceived notions in regards to sexual assault victims (i.e., they should not believe victims are at fault for becoming victims); Have good communication skills; Are comfortable with sensitive topics (Some content can be difficult or embarrassing for people to read and talk about; therefore, they would not be appropriate facilitators for this training.); Are committed to following the scripted Facilitator Guide; and (ideally) Volunteer.

When possible, the facilitators should be knowledgeable about DON SAPR policies and procedures, knowledgeable of the differences between sexual assault and sexual harassment from both a military and civilian policy perspective, as well as passionate about the subject. Knowledge of the DON SAPR program will help facilitators pull the discussion back on track if participants digress or begin to express opinions that perpetuate myths and misperceptions about sexual assault, such as victim blaming.

When possible, it is recommended that one of the facilitators be a SARC or SAPR Victim Advocate (SAPR VA) with SAPR knowledge and experience.

Additionally, every step should be taken by facilitators (when they are not SARCs, SAPR VAs, or CEAP) to ensure that a SARC, SAPR VA, CEAP, Chaplain, and/or clinical counseling personnel is present at all training sessions to support any sexual assault survivors who disclose during or after the training. At a minimum, facilitators must be able to connect the survivors with local resources via local crisis phone numbers. It is recommended facilitators coordinate this support with their local SARC.

Facilitators should confirm with their DCHR that they have been granted access to the DON CHR collaboration site housing the training materials.

Additional information is available in the “Sexual Assault Prevention: One Team, One Fight” Facilitator’s Guide.